



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2003
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #17**

TO: Child and Adult Care Food Program Sponsors

FROM: Julie Stark, Interim Director
Office of School Support Services

DATE: April 28, 2003

SUBJECT: CACFP Training

Several New Program/Orientations on the Child and Adult Care Food Program (CACFP) will be offered this spring/summer/fall. The *CACFP New Program/Orientation* will focus on the record keeping requirements of the program.

The CACFP *New Program/Orientation* is designed for:

- \$ New CACFP Sponsors
- \$ New staff of current sponsors responsible for record keeping

In some cases, we will require personnel who are responsible for ensuring program compliance to attend a session as part of corrective action to an administrative review.

For your convenience, we are including a copy of the training agenda. Some topics that will be addressed include: Income eligibility forms, monitoring, meal attendance, allowable costs and claim preparation. The sessions will begin promptly at 9:00 a.m. and end at 3:00 p.m. (Agenda attached). Lunch is on your own. You are welcome to bring your lunch, coffee, or snacks.

Enclosed you will find more information on the dates and locations of the sessions. Mark your calendars now. Complete and return the attached registration form to confirm your participation. There is no charge to attend one of the CACFP *New Program/Orientation* sessions. **Keep a copy of the registration form as confirmation notices will not be sent.**

If you have any questions, please contact the Child and Adult Care Food Program at (517) 373-7391.

Enclosures (6)

STATE BOARD OF EDUCATION

KATHLEEN N. STRAUS – PRESIDENT • SHARON L. GIRE – VICE PRESIDENT
CAROLYN L. CURTIN – SECRETARY • HERBERT S. MOYER – TREASURER
MARIANNE YARED MCGUIRE – NASBE DELEGATE • JOHN C. AUSTIN • ELIZABETH W. BAUER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324